

## General Information

Murray City requires that a valid business license be held by anyone conducting business within Murray City. "Business" means and includes every craft, trade, occupation, profession or activity pursued for gain or profit excluding, however, services rendered by an employer.

Non-profit, charitable, governmental, insurance agencies and real estate agents are also required to obtain a business license although they may be exempt from license fees.

Each business location will need a separate license. Temporary businesses and seasonal businesses are also required to obtain licenses and permits.

Licenses are not transferable from address to address, or from owner to owner. Any change of location, ownership, or corporate information requires a new application to be submitted. Minor changes such as mailing address may be submitted without application.

Re-application notices are mailed out on the first of the month in which the license expires. In order to avoid penalty fees, the re-application form and payment must be received in our office prior to the expiration date. We do not accept post marks as timely receipts and cannot be responsible for lost or misdirected mail. Responsibility of renewal is total responsibility of the licensee. Failure to receive notices does not excuse this responsibility.

Murray City requires that a written notice be submitted if a business has moved out of the City or is no longer conducting business. Please note that license fees are non refundable.

## Application Information

Before submitting an application to the City, all State and local requirements must be met. Please bring in verification of all State requirements when submitting your application.

The average business license processing time is 7 - 10 business days. This time may vary in circumstances where a conditional use, Health Department approval, etc. is needed. Murray City does not offer interim licensing. Please be aware that you must have your business license issued prior to opening/operating. If you are still under construction, or your projected opening date is more than 3 weeks out, please do not turn in your application any sooner than 3 weeks prior to opening.

Fees for licenses vary according to number of employees, vehicles and classifications. Please refer to the fee schedule page included with your application for details. Fees are due at the time of submitting an application. License fees are non refundable should a license not be approved. Fees are also required for change of address and are not prorated.

Once an application is submitted, approvals and/or inspections are required by Murray City Fire Department, Murray City Zoning Department and Murray City Code Enforcement. Businesses may also need to complete inspections by the Salt Lake County Health Department or other applicable agencies. When all applicable departments have approved the application, a business license will be issued.

## BUSINESS LICENSE APPLICATION CHECKLIST

The following must be included with your application at the time it is submitted. We cannot accept applications until all State and local requirements are met. A list of State agencies with addresses and phone #'s are included with your application (New Business Compliance Information).

- \_\_\_ Owner/Corporate Officer List (Corporations, LLC & Partnerships)
- \_\_\_ Federal Tax ID/EIN # (Sole proprietors, with no employees can use their social security number in lieu of an EIN #)
- \_\_\_ Sales Tax # (All businesses responsible for collection of sales & use tax. Must list Murray address as an outlet)
- \_\_\_ Utah Department of Commerce registration of business name/corporation verification
- \_\_\_ State License if applicable, from the Utah Division of Occupational and Professional Licensing - DOPL
- \_\_\_ Business Responsible Form (Murray City Police Department)
- \_\_\_ Fire Department Business Inspection Information sheet (N/A for home offices or mall kiosks)
- \_\_\_ Industrial Discharge Questionnaire (All businesses except office only)
  
- \_\_\_ Bond (Murray Municipal Code 5.04.230) An applicant engaged in the following business activities, must also provide Murray City with an original bond in the amount indicated indemnifying the city against personal injury or property damage. Bond needs to show Murray City Corporation as the obligee.
  - Auctioneers, Auction Houses \$1000.00
  - Pawnbrokers; secondhand dealers; secondhand precious metal dealers \$5,000.00
  - Security systems and equipment; alarm sales/installation \$5,000.00
  - Excavation in right of way \$5,000.00 minimum
  - Sexually oriented business \$2,000.00
  - Locksmith \$1,000.00
  - Firearms Dealer, Gunsmith \$2,000.00
  - Massage Establishment (not owned by massage therapist) \$1,000.00
  - Moving and Storage \$1,000.00
  - Cable; other home installation \$1,000.00

\*Surety bonds are obtained through various insurance agencies. Please check with your insurance company for additional information.

- \_\_\_ Background investigation (Murray City Municipal Code 5.04.260) A background check and personal data sheet is required on each owner, officer and manager for the following list of business classifications.
  - Pawnbrokers, secondhand dealers, swap meets, flea markets
  - Private investigators and detectives
  - Gun Shops
  - Coupon book sales
  - Beer/Alcohol sales (retail stores, lounges, taverns, fairgrounds, 1 day gatherings, cabarets, private clubs, restaurants)
  - Sexually oriented businesses
  - Coin dealers
  - Massage establishments (including owner, operator, manager, managing employee or any other employee who is not, and who is not required to be, licensed by the state division of occupational and professional licensing as a massage therapist or apprentice).
  - Arcades
  - Establishments which restrict admittance based solely on age

\*Background investigations (FBI checks) can be obtained through BCI, 801-965-4445, 3888 W 5400 S, West Valley City, Utah

## **NEW BUSINESS COMPLIANCE INFORMATION**

NOTE: This list may not be complete, depending upon your business type, in some cases some or none may apply. Please contact the agencies listed for help in deciding which items will apply to your specific business situation. It is the responsibility of the owner/manager to seek out any other governmental agencies involved in the regulations of their business. Please keep in mind that this is a guideline only.

### **STATE TAX INFORMATION**

For information related to Income Tax, State Sales Tax, Use Taxes and other applicable state taxes, contact the State Tax Commission.

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2200

### **FEDERAL EMPLOYER'S TAX ID NUMBER & FEDERAL TAX INFORMATION**

Contact the IRS for information related to income, excise, self employment, tip credits and other federal taxes. Every person who pays wages to one or more employees, or is required to file federal reports, must apply for a tax number. The IRS also provides a business tax kit and tax seminar for businesses. The seminar will provide you with basic instructions and forms. Sole proprietors, with no employees, may use their social security number in lieu of an EIN number. If you have questions, please contact the IRS.

50 S. 200 E., Salt Lake City, Utah 84111  
Phone: 1-800-829-1040

### **REGISTRATION OF A BUSINESS NAME / CORPORATIONS**

All persons or partnerships doing business in Utah under an assumed business name must register with the Secretary of State. Corporations, LLC's, etc. must file articles and name registration. (Exceptions: Federally Chartered Banks, Sovereign Nations, & Insurance Agents)

Department of Commerce: Heber M. Wells Building  
160 E. 300 S. Salt Lake City, Utah 84111  
Phone: 801-530-4849  
Cost: Corp. Filing Fee \$52.00 Registration of Name: \$22.00

### **STATE BUSINESS LICENSING**

Under certain circumstances, a special state business license may be required for your business. Consult with The Utah Department Of Registration for more information. A state license does not exempt the business from obtaining a local business license.

Heber M. Wells Bldg.  
160 E. 300 S., Salt Lake City, Utah 84111  
Phone: 801-530-6628

### **FOR VEHICLE LICENSES, i.e.: DEALERS, AUTO BODY WORK, ETC. CONTACT THE UTAH STATE DIVISION OF MOTOR VEHICLE ENFORCEMENT.**

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2600

### **SALT LAKE COUNTY HEALTH DEPARTMENT**

Salt Lake County Health Department has requirements for newly licensed and permitted establishments such as: Cosmetology, Day Cares, Massage, Tanning facilities, Hotels/Motels, Restaurants and other food and drink establishments. (Ownership changes are considered newly licensed & are required to be approved prior to beginning or continuing business). Please contact the Health Department for information.

788 E. Wood Oak Lane, Murray Utah 84107  
Phone: Food Protection: 801-313-6620 (Restaurants, Bars, Food Services)  
All Other Departments: 801-313-6641 (All Other Issues: Sanitation, Salons, Etc.)  
Prepackaged Consumption Items: Contact The Dept. of Agriculture: 801-538-7124

### **SAFETY REGULATIONS**

Contact the Dept. Of Occupational Safety and Health (UOSHA)

Heber M. Wells Bldg.  
160 E. 300 S., Salt Lake City, Utah 84111  
Phone: 801-530-6901

### **PROPERTY TAXES**

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Salt Lake County Treasurer for information.

2100 S. State Street, Salt Lake City, Utah 84190  
Phone: 801-468-3050

### **UNEMPLOYMENT INSURANCE**

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Employment Security.

140 East 300 South, Salt Lake City, Utah 84145  
Phone: 1-800-222-2857

### **WORKERS COMPENSATION FUND**

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or The State Insurance Fund. For information, contact The Industrial Commission Workers Compensation Division. Businesses without employees may be required to complete an exclusion policy as well.

160 East 300 South, Salt Lake City, Utah 84111  
Phone: 801-530-6800

### **MINIMUM WAGE LAW**

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage & Public Contracts Division.

Federal Bldg.  
125 South State Street, Room #3420, Salt Lake City, Utah 84138  
Phone: 801-524-5706

For businesses not under federal jurisdiction, please contact the Utah State Labor Division.

160 East 300 South, Salt Lake City, Utah 84111  
Phone: 801-530-6801

### **ADDITIONAL RELATED PHONE NUMBERS:**

Better Business Bureau	801-892-6009	
Bureau of Child Care Licensing	801-538-9288	
Division of Consumer Protection	801-530-6601	
Department of Motor Vehicles	801-297-2600	
DABC (Alcohol Licensing)	801-977-6800	
BCI (Background Investigations)	801-965-4445	3888 W 5400 S, West Valley City, Utah (FBI check)
Insurance Division	801-538-3800	



# BUSINESS LICENSE APPLICATION

Murray City Corporation  
5025 South State Street #113  
Murray, Utah 84157  
(801) 264-2676

## FOR OFFICE USE ONLY

☐ New Account ☐ New Address  
☐ New Owner ☐ Update Only  
Control # \_\_\_\_\_

Location Type: ☐ Residential ☐ Commercial  
Ownership: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor  
\*Corporations, LLC & Partnerships must provide a current list of Corporate Officers, Partners, Members & Directors.

Any remodeling at this business location? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Federal Tax ID # or SS# \_\_\_\_\_  
Utah Sales Tax # \_\_\_\_\_  
State License # & Type (if applicable) \_\_\_\_\_

Business Name \_\_\_\_\_ DBA Name \_\_\_\_\_  
Business Address (Physical, no PO Box) \_\_\_\_\_ Zip Code \_\_\_\_\_  
Projected Opening Date \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_ Phone \_\_\_\_\_  
( ) \_\_\_\_\_

Description of Business Activities (If Home Occupation, please indicate Home Office Only, Details on Shipping/Storage)  
\_\_\_\_\_

After Hours Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_  
( ) \_\_\_\_\_

Enter below name of owner, partner or local manager if applicable. If more than one owner, partner or corporate officers please attach Owner/Corp. Officer list.

Owner Name	Title	Partner/Manager Name
_____	_____	_____
Home Address		Home Address
_____		_____
City	State Zip	City State Zip
_____	_____	_____
Home Phone	Date of Birth	Home Phone Date of Birth
_____	_____	_____
Cell Phone	Drivers License #	Cell Phone Drivers License #
_____	_____	_____

## Fee Amounts

Base Fee (\$100.00) \$ \_\_\_\_\_  
Home Occ. with affidavit (\$50.00 with annual gross revenue of less than \$10,000) \$ \_\_\_\_\_  
Regulatory Fees and type: \_\_\_\_\_ \$ \_\_\_\_\_  
Employees: \_\_\_\_\_ @ \$6.00 per employee \$ \_\_\_\_\_  
Vehicles: \_\_\_\_\_ @ \$10.00 per vehicle \$ \_\_\_\_\_  
Rental units: residential \_\_\_\_\_ @ \$6.00 per unit \$ \_\_\_\_\_  
commercial \_\_\_\_\_ @ \$2.00 per unit \$ \_\_\_\_\_  
Additional fees if applicable \_\_\_\_\_ \$ \_\_\_\_\_  
Total Fees due \$ \_\_\_\_\_

\*\*Fees are non-refundable should license not be approved.

## \*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

### APPROVALS

☐ Hazardous Materials ☐ Fire  
Comments: ☐ Zoning ☐ Code Enforcement  
☐ Health ☐ DBA  
☐ Other \_\_\_\_\_

\*For Temporary/Seasonal License, please indicate time frame (90 day Max) \_\_\_\_\_ to \_\_\_\_\_

I am aware that this application does not authorize conducting business until approved by Murray City Corporation and a business license has been issued. By signing below, I swear that the foregoing information is true and correct and is in accordance with Murray City Ordinances. Responsibility of changes and renewal is total responsibility of licensee. Failure to receive notices does not excuse this responsibility. License will be valid only for the Licensee, business name, address & activity as listed above.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OWNERS, OFFICERS AND MEMBERS INFORMATION LIST**  
**MURRAY CITY CORPORATION**  
**(BUSINESS LICENSE APPLICATION)**

Please supply us with information on all Owners, Officers and Members associated with your business or include a preprinted list from your corporation.

<hr/>	<hr/>
<i>Name</i>	<i>Title</i>
<hr/>	<hr/>
<i>Home Address</i>	<i>Date of Birth</i>
<hr/>	<hr/>
<i>City/State/Zip</i>	<i>Drivers License</i> <i>State</i>

<hr/>	<hr/>
<i>Name</i>	<i>Title</i>
<hr/>	<hr/>
<i>Home Address</i>	<i>Date of Birth</i>
<hr/>	<hr/>
<i>City/State/Zip</i>	<i>Drivers License</i> <i>State</i>

<hr/>	<hr/>
<i>Name</i>	<i>Title</i>
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<i>Name</i>	<i>Title</i>
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<i>Home Address</i>	<i>Date of Birth</i>
<hr/>	<hr/>
<i>City/State/Zip</i>	<i>Drivers License</i> <i>State</i>

## Business License Fee Schedule

**Base License Fee:** All businesses, excluding home occupations, are subject to a base license fee of one hundred dollars (\$100.00) plus six dollars (\$6.00) per employee and ten dollars (\$10.00) for each vehicle used in conjunction with your business.

**Business License Regulatory Fees:** The following regulatory fees are assessed in addition to all the base business license fees:

Alcohol beverage license fee schedule:		Home Occupations:	
- Off premises beer retailer license	\$200.00	- Businesses that had gross revenue of \$10,000 or less in the prior calendar year. Must complete and sign a sworn affidavit annually.	\$50.00
- On premises restaurant beer retailer (full or limited)	\$500.00		
- On premises banquet beer retail	\$500.00		
- On premises equity, fraternal, dining or social club beer retailer	\$500.00	- Businesses that had gross revenue of more \$10,000 in the prior calendar year.	\$100.00
- On premises tavern beer retailer	\$500.00	Hotel/Motel	\$250.00
- On premises nontavern beer retailer	\$500.00	Pawnbroker	\$200.00
- Single event permit	\$100.00	Rental Units:	
- Temporary special event permit	\$150.00	- Residential	\$6.00 per unit
Amusement Device	\$150.00	- Commercial	\$2.00 per unit
Auto Towing/Wrecking	\$150.00		
Beauty/barber shop, nail salon, tanning salon, or other personal services	100.00	Secondhand Dealer	\$100.00
Childcare		Sexually oriented business and employee license fee schedule:	
- Residential facility	\$175.00	Business:	
- License exempt residential user fee	\$50.00	- Adult business	\$500.00
- Commercial center	\$150.00	- Seminude entertainment bar	\$500.00
Fireworks indoor/outdoor, Christmas tree sales	\$160.00	- Outcall agency	\$1,000.00
Group home and residential facility	\$250.00	- Escort business	\$1,000.00
Hazardous materials (care facility), hospital, surgical facilities, outpatient care for rehabilitation, skilled nursing care, long term care, assisted living. Similar businesses over the exempt amounts in the international fire code	\$350.00	- Seminude entertainment agency	\$150.00
		Employee	
		- Seminude performers	\$250.00
		- Seminude entertainment, nonperformers	\$150.00
Hazardous Materials (storage, disposal, mixing, dispensing, and use), including, but not limited to, mobile paint, auto body repair, auto painting, on premises dry cleaning, printing shops, bulk storage of hazardous materials, gases, oxygen and other processes, storage of paints, sealers, enamels or oil based materials. Any other business using a hazardous material over the exempt amounts in the international fire code.	\$350.00	- Outcall agency, performers	\$600.00
		- Outcall agency, nonperformers	\$150.00
		- Escort business, performers	\$600.00
		- Escort business, nonperformers	\$150.00
		Spa or Salon with licensed massage therapist	\$100.00
		Storage Units	\$150.00
		Tattoo parlor	\$250.00
		Tobacco Retailer	\$200.00



**MURRAY**  
POLICE

MURRAY CITY CORPORATION  
POLICE DEPARTMENT

Dear Business Owner:

The Murray City Police Department continually strives to work effectively with the business community in Murray City. Towards this end, I would encourage you to complete the business responsible form enclosed with this letter.

The information provided on this form will enable the Police Department to contact you should there be a problem or emergency at your place of business. Valuable time will be saved in locating a responsible party to assist the police in answering questions or having someone respond. The multiple names listed will assist us in making contact should someone not be available.

Your cooperation in completing this form will help us to better serve you and your customers. The Murray City Police Department is committed to working with its citizens and business leaders to make Murray City a better and safer community.

Sincerely,

Peter A. Fondaco  
Chief of Police



# *Business Responsible Form*

Murray City Police Department

Business Name:

Address:

Business Phone:

## *Responsible Parties*

Name:

Phone:

Cell Phone:

Name:

Phone:

Cell Phone:

Name:

Phone:

Cell Phone:

Alarm Company:

Is this a home business?   YES   NO

*PLEASE RETURN THIS FORM WITH YOUR LICENSE RENEWAL.*

MURRAY CITY POLICE DEPARTMENT 5025 SOUTH STATE STREET MURRAY UT 84107

**MURRAY CITY FIRE DEPARTMENT  
BUSINESS INSPECTION INFORMATION LETTER  
ACCORDING TO THE INTERNATIONAL FIRE CODE**

Welcome, new business owner, to the City of Murray. To assist your start-up and help things run a little smoother, here are a few things you can do.

If you are a home business doing telephone, computer or office-related work, or a kiosk, Murray City Fire does not require an inspection. **All other businesses** require a physical inspection of the business. If you are not sure about the requirements for your business, please contact our office for clarification.

Your business location must be occupied and set up, ready to do business, prior to inspection. We cannot inspect empty buildings.

**\*If your business is under construction or your anticipated start-up date is 10 days or more from the time you submit your business license application, please inform the Recorder's office and indicate the date you would like to open on your application.**

Please be aware that a business license cannot be issued without necessary approvals and inspections being completed.

**Remember!**

**You must submit your business license application to the City Recorder's office before an inspection can be set up.**

**Our Fire Inspectors will call you 24 to 48 hours after receiving your application to set up an inspection time.**

**Fire Marshal's Office**

For more information or questions call,

Phone:	Russ Groves	Office, (801) 264-2775, Mobile, (801) 856-7550
	George Zboril	Office, (801) 264-2773, Mobile, (801) 856-2616
	Phil Roberts	Office, (801) 264-2776, Mobile, (801) 792-5301

Main Fire Department Office, (801) 264-2781

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return **top** copy along with Business License Application  
2<sup>nd</sup> copy and checklist is for licensee information only. It is not required to be turned in to the fire or licensing departments.

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Signature: \_\_\_\_\_

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## **EXITS**

- |                |                          |  |
|----------------|--------------------------|--|
| IFC 1003.6     | <input type="checkbox"/> | Obstructions shall not be placed in the width of the means of egress.                  |
| IFC 1008.1.9.3 | <input type="checkbox"/> | Exit doors shall remain unlocked when the business is occupied. (2.2)                  |
| IFC 315.2.2    | <input type="checkbox"/> | Mean of egress. Combustible materials shall not be stored in exits or exit enclosures. |

## **FIRE EXTINGUISHERS**

- |                |                          |   |
|----------------|--------------------------|---|
| IFC 906.1 thru | <input type="checkbox"/> | Minimum Rating 2A:10BC - 1500 Square Feet, Serviced annually<br>Mounted not more than 5' above floor and no closer than 4".<br>Extinguishers shall be accessible. Type K for deep fat fryers. |
|----------------|--------------------------|---|

## **FIRE PROTECTION SYSTEMS**

- |               |                          |   |
|---------------|--------------------------|---|
| IFC 901.6     | <input type="checkbox"/> | Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. <i>Non- required fire protection systems and equipment shall be inspected, tested and maintained or removed.</i> |
| IFC 903.3.1.1 | <input type="checkbox"/> | Sprinkler systems shall be installed throughout the premises. Including under stairs and closets.   |
| IFC 906.3.4   | <input type="checkbox"/> | All valves controlling the water supply for automatic sprinkler systems pumps, tanks, water levels and temperatures, critical air pressures and water flow switches on all sprinkler systems shall be electrically supervised by a listed fire alarm control unit.              |
| NFPA 25, 12.7 | <input type="checkbox"/> | Fire department connection (FDC) caps in place and swivels work freely. FDC and indicating valve painted.   |
| IFC 315.2.1   | <input type="checkbox"/> | Storage shall be maintained 18" below sprinkler heads, or 24" below the ceiling in non-sprinkled buildings.   |

## **FIRE ALARM SYSTEMS**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| IFC 907.7 and<br>NFPA 72 | <input type="checkbox"/> | All fire alarm system shall be installed, inspected, repaired and serviced<br>According to the requirements of NFPA 72 Fire Alarm Code and the International Fire Code. |
| IFC 907.6.2.3.1          | <input type="checkbox"/> | Visible alarm notification appliances shall be provided in public areas, common areas.  |

- IFC 907.6.2.3.2 ☐ Where employee work areas have audible alarm coverage, the wiring system shall be designed so that visible alarm notification appliances can be integrated into the alarm system.
- IFC 907.10.2 ☐ Audible alarms. Audible alarms notification appliances shall be provided and emit a distinctive sound that is not to be used for any purpose other than that of the fire alarm.
- IFC 907.9.5 ☐ The building owner shall be responsible for ensuring that the fire and life safety systems are maintained in an operable condition at all times. Repairs shall be made by a certified fire alarm systems technician.

### **MECHANICAL**

- IFC 3.15.2.3 ☐ Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- IFC 312.1 ☐ Gas meter shall protected and accessible.

### **ELECTRICAL**

- IFC 605.6 ☐ Open junction boxes and open- wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
- IFC 605.5 ☐ Extension cords may not be used as a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings.
- IFC 605.3 ☐ Main electrical panels require a minimum clearance of 30".

### **HOUSEKEEPING**

- IFC 3003.3.3 ☐ All compressed gas cylinders in service or storage shall be secured.
- IFC 304.3.3 ☐ Dumpsters shall not be placed within 5' of combustible walls, openings or combustible roof eave lines (25' for schools)
- IFC 315.3.2 ☐ Boiler rooms, mechanical rooms, and electrical panel rooms shall not be used for storage of combustibles.
- IBC 1009.6.3 ☐ No storage under stairs unless protected by 1-hour fire resistive construction (5/8" sheet rock), or fire sprinkled.

# **INDUSTRIAL DISCHARGE QUESTIONNAIRE**

**New Business Form ☐ Renewal Form ☐**

Name of Business \_\_\_\_\_

Property Address (street,city,zip) \_\_\_\_\_

Mailing Address (street,city,zip) \_\_\_\_\_

Company Official (name) \_\_\_\_\_

Company Official (title) \_\_\_\_\_ (phone #) \_\_\_\_\_

Facility is: Owned ☐ Leased ☐ Home Business ☐ Other \_\_\_\_\_

1. Brief description of business, products produced, services provided, etc. \_\_\_\_\_

2. Standard Industrial Classification Code (SIC) ( \_\_\_\_\_ ) [if known]

3. Average Number of Employees: Day \_\_\_\_\_ Afternoon \_\_\_\_\_ Night \_\_\_\_\_ Total \_\_\_\_\_

4. Check Types of Wastewater Discharges

Sanitary wastes (rest rooms) ☐ Non-contact Cooling Water ☐ Contact Cooling Water ☐ Equipment Wash Down ☐ Boiler Blowdown ☐

Process Wastes (List Types) \_\_\_\_\_

Other discharges \_\_\_\_\_

5. List Expected Daily Water Use (Gallons Per Day) \_\_\_\_\_

6. Are any of your process discharges regulated by Federal Categorical Discharge Standards? Yes ☐ No ☐

**If yes**, list Standards: (Code of Federal Regulations ) \_\_\_\_\_

7. Will chemicals be used or stored on site? Yes ☐ No ☐

**If yes**, list chemicals that will be on site in quantities of 55 gallons or more on the back of this form.

8. Will hazardous waste be generated at this facility? Yes ☐ No ☐

**If yes**, list types on the back of this form.

I have personally examined and am familiar with the information submitted in this report and any attachments. Based on my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the information reported herein, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(CENTRAL VALLEY USE ONLY)

Classification \_\_\_\_\_ Grease, Oil, or Sand Interceptor Required Yes ☐ No ☐

Reviewed by (MEC) \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by (CVS) \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by (CVS) \_\_\_\_\_ Date \_\_\_\_\_

(OVER)

**CHEMICALS USED**

CHEMICAL NAME	AMOUNT STORED	AMOUNT USED

**HAZARDOUS WASTES**

NAME	EXPECTED MONTHLY GENERATION QUANTITY	DISPOSAL METHOD